

APPROVED MINUTES OF ADMINISTRATIVE CONTROL BOARD MEETING  
DAMMERON VALLEY FIRE SPECIAL SERVICE DISTRICT BOARD  
7:00 p.m. November 10th, 2021

Board Members:  
Chair: Mack Sorensen  
Vice-Chair: Larry Carlon  
Treasurer: Curt Shelley  
Clerk: Ryan Andersen  
Member at Large: Rick Johnson

Call to order/roll call/pledge conducted by Mack Sorensen, Chair. Other Board Members present were Curt Shelley, Ryan Anderson, Larry Carlon, and Rick Johnson. Mack Sorensen thanked the public for their attendance. A statement prepared by the Washington County Commission proposing a new SSD, the Western Fire District, be formed to incorporate and replace the current SSDs of Dammeron Valley SSD, Diamond Valley SSD, and Northwestern SSD. A hearing will be held on December 7th with an open discussion and a protest period following. Updates will be posted on the Dammeron Valley Fire website as more information is obtained.

Approval of Agenda: A motion was made by Ryan Anderson to approve the agenda as presented. The motion was seconded by Rick Johnson and all were in favor. The motion passed unanimously.

Approval of Past Meeting Notes: Larry Carlon motioned to approve the minutes of the October 13<sup>th</sup>, 2021 Board Meeting. Ryan Anderson noted clerical and redundant remark corrections were needed. The motion was seconded by Rick Johnson to approve the minutes as amended and all were in favor. The motion passed unanimously.

Consent Expenditure Agenda presented by Ryan Andersen, Clerk:

Name	Vendor	Date	Description	Code	Amount
<b>Administration</b>					
	Community Assn Mngmt	11/1/2021	Monthly Management	4104	\$742.00
	Community Assn Mngmt	10/31/2021	Printing, Reprod., Postage, Delivery	4310	\$39.46
	Hunter Wolfe Reimb.	10/27/2021	Website & Office 365	4310	\$185.19
	Utah Local Governments Trust	11/10/2021	Property Policy	4135	\$656.15
	EmployEase	10/15/2021	Payroll Fees	4309	\$89.70
	EmployEase	11/1/2021	Payroll Fees	4309	\$52.50
	EmployEase	10/28/2021	Payroll Fees	4309	\$15.00
<b>Fire Station Expenses</b>					
	Verizon Cellular Phones	10/13/2021	5 lines: 3 people, 2 devices	4410	\$122.11
	Dominion Energy	10/7/2021	Natural Gas	4410	\$13.59
	Empire Waste	10/31/2021	Trash cans	4410	\$156.72
	Rocky Mountain Power	10/29/2021	Electricity	4410	\$155.90
	Mariah Matthews	11/1/2021	Fire Station Cleaning	4312	\$60.00
	N.Ridge Fire Equip/J. Hennessy Reimb.	10/29/2021	Bosworth Guzzler - Primer Pump	4303	\$348.01
	Medline Industries	10/22/2021	Naloxone	4303	\$411.43
	Witmer Public Safety Group	10/21/2021	Childbirth Simulator	4303	\$589.44
	Weidner Fire	5/8/2020	Chemguard	4303	\$209.99
	Weidner Fire	6/29/2020	Fire Hose	4303	\$1,059.60
	Weidner Fire	7/7/2020	Fire Hose	4303	\$839.65
	CB Visa - Amazon	10/17/2021	Frames for Station Unit Citations	4156	\$31.99
	CB Visa - Amazon	10/7/2021	Office Supplies	4156	\$34.82
	CB Visa - Amazon	10/7/2021	Exam Gloves	4303	\$119.37
<b>Vehicle Expenses</b>					
	Wex Diesel	10/31/2021	Vehicle Fuel	4302	\$462.97
<b>Personnel</b>					
	Fire Chief - Chet Barnes	11/1/2021	Monthly Compensation	4401	\$4,000.00
	John Hennessy	10/15/2021	Monthly Stipend	4205	\$1,000.00
	EMS Trainer - Colleen Homer	10/15/2021	Monthly EMS Trainer Compensation	4406	\$200.00
	Medical Director- Dr. Brad Crosby	11/1/2021	Monthly Compensation	4405	\$500.00
	Ryan D'Ambrosio	11/1/2021	48 Hour Shift (2)	4205	\$1,500.00
	Ryan D'Ambrosio	10/15/2021	48 Hour Shift (2)	4205	\$1,500.00

	Colleen Homer	10/15/2021	Additional Overtime EMT Training	4407	\$800.00
	Don Kirk	10/15/2021	Additional Overtime EMT Training	4407	\$480.00
	Madelynne Ickes	10/28/2021	12 Hour Shifts (8)	4407	\$840.00
	Latitude Marketing	10/20/2021	Shirts for Academy	4158	\$463.54
	Latitude Marketing	8/24/2021	Uniforms	4158	\$260.00
	Latitude Marketing	7/27/2021	Uniforms	4158	\$1,668.14
<b>Training and Certifications</b>					
	Medline	9/30/2021	Dextrose	4407	\$26.31
	CB Visa - Amazon	10/19/2021	Lung Model Replica	4407	\$105.50
	CB Visa - Amazon	10/19/2021	Anatomy Skeleton	4407	\$139.00
	CB Visa - Amazon	10/17/2021	Printer Supplies for FFII Academy	4413	\$94.89
<b>Fire Prevention</b>					
	N/A				
<b>Strategic Fund</b>					
	Weidner Fire	7/7/2021	Wildland Pants	4203	\$471.00
<b>Assigned Fund/Grant Expenditures</b>					
	N/A				
<b>Capital Expenses</b>					
	N/A				
<b>TOTAL</b>	Reference only. Not meant to match any other Statement.				\$20,443.97

A motion was made by Rick Johnson to approve the expenditures as read. The motion was seconded by Curt Shelley and all were in favor. The motion passed unanimously.

Treasurer's report: Financials as of October 31st, 2021 as presented by Curt Shelley, Treasurer.

- Operating account balance: \$134,117.47
- Reserve account balance: \$10,009.15
- Assigned Funds (Grants): \$3,338.95
- Capital Project account balance: \$56,043.47
- BY 2021 Operating Income (Fees, MOUs for Red Card/Brush, Donations, Misc.): \$255,450.86 vs. \$260,370.00 budget
- BY 2021 Operating Expenses: \$208,492.00 vs. Budget \$222,550.00
- MOU and Grant income YTD total: \$34,249.41 vs, Budget \$20,830.00

Fire Chief Report presented by Chet Barnes, Fire Chief:

Fire Suppression

- 205 calls for the year.

EMS

• We have received EMS training items in preparation for an inhouse EMT Class starting in February. They were funded by a state per capita grant. It was for \$2500 and has been submitted and approved. Just waiting on the check.

Fire Academy

• The Fire Academy is going very well. I do apologize for any inconvenience the residents are enduring. We are on the downhill side and will be finishing up and clearing the area very soon.

• We have 2 UFRA Semitrailers here for a couple months. A big thank you for everyone's patience and understanding.

- Training is Tuesday and Thursday nights and all-day Saturday.

MOU and Grant Update

• We have submitted for reimbursement on the Wildland Grant for \$7800 and Medical Per Capita Grant for \$2500. The Air Packs from the Fire House Subs Grant (\$29,000) is complete. We put 4 more packs and 8 bottles into service this week.

• With the wet weather, this may be an official end to the fire season. We still have an additional \$4,542 coming in putting our total at \$35,315 for the season.

County Commission Announcement

• The County Commission voted to move forward on the consolidation of the fire departments on the 18 corridor. They are looking to combine Diamond Valley, Dammeron Valley, Veyo, Gunlock and Brookside into a single SSD. This would increase the efficiency of the departments. This would increase the level of service to the community, help generate outside funding for the department and significantly lower costs for Dammeron Valley residents. This is not reflected on this year's budget. There is a tremendous amount of work that will need to be done before this goes

into effect. The departments are already working together to provide service and I don't expect any disruption of service to the communities.

Burn permits are extremely difficult. Online website. Those have to be checked every morning, we have to meet the environmental. Suggests if you have a burn, call the Fire Department, name will be on the board, when there is a good burn day, you will receive a call. Burn period is very small, just a couple of weeks. There are no guarantees on being able to burn at all. Another thing is a chipping event, in the spring and winter, we'll get a chipper out. The dumpster worked really well but was very expensive.

Presentation of 2022 Proposed Budgets (Operating & Capital) presented by Chief Barnes.

Legal Requirements mandated by the State

- Our community has two legal requirements that are mandated that the SSD and county are required to provide. First, we must provide adequate fire protection. It is why every community has a fire department. This has been defined in NFPA 1720 as the minimum requirements to meet this standard. When I got here, we met 4 out of 40 assessments. We are now very close to being 100% compliant. I need some data on structure fires in Dammeron that I hope we never get, and we must tighten up our Community Risk Reduction Plan.

- As of this year, we have a second requirement to provide Emergency Medical Services. Bill 303 was passed making EMS an essential service. We are meeting those requirements now for our response area, but it is expensive. I am in favor of the consolidation so that the costs are shared and equitable for everyone. We are looking for the best way to meet the demand for service and keep costs low.

2021 in review

- We made tremendous progress last year in our capabilities and our ability to provide service. We went over our projections on revenue, we came in slightly under budget, and provided proper PPE and training to our personnel.

- One of the biggest accomplishments we made was the ability to provide certifications for structure fire, wildland fire, and EMS in house. We have been able to create an adequate and properly trained department that protects the community but also can start to branch out to generate revenue.

2022 Vision

- This budget is written to guarantee a high-level response meeting the legal requirements of the State.

- We are building a department that can generate revenue taking some of that burden off the residents. This requires properly certified personnel including an Engine Boss. The investment in the wildland program is our biggest opportunity to generate revenue.

- We will continue to increase our level of EMS service. We have already added lifesaving interventions to our protocols but will look to increase our service level with the state.

- The Strategic Goal of the department is to provide a high level / all hazard response to the community. In order to be sustainable, we must provide minimum staffing that supports the volunteers. This ensures we will meet current standards, provides for proper succession, and allows for long term development of personnel.

Copies of the proposed 2022 budget have been posted and will be handed out at the meeting in preparation for a November 17<sup>th</sup> Public Budget Hearing. The budget entails an annual fee of \$470.00 per lot for 467 lots. Two budgets will be considered, the operating budget and the capital project budget. There are no changes to the capital budget, however, it requires approval of the Board. Written comments can be submitted to the Board prior to the hearing as well through the DVFR website. The Board clarified that the proposed budget does not take into account any changes being proposed by the County. The presented budget are funds for the community of Dammeron Valley only. It was also pointed out that the budget and fees were decreased from the prior year.

Building Project Committee Update presented by Ryan Anderson, Clerk. The committee has been gone the past month but will hold a meeting tomorrow. The plans may change based on the proposed changes by the County.

Park's report presented by Mack Sorensen, Chair. The documents were signed today and the deed was recorded for ownership transfer of the DVLA community center to the SSD. Reservations will now go through the SSD. Mack Sorensen thanked the DVLA for the work done in this regard. It was noted that the pickleball courts are still going to be done and the RAP grant obtained will be rolled into next year. Another RAP grant will also be applied for at the first of January.

Dammeron Valley Helping Hands Update presented by Ryan Anderson, Clerk. A brief review of recent projects and upcoming projects was presented. There have been 20-25 projects completed this year. Ryan Anderson encouraged the public to notify the organization if they know anybody in need of service. He thanked everyone who has participated and have made it successful, as well as those that have allowed them to come and do work on their properties. Mack Sorensen thanked Ryan for helping the Valley to help each other.

Annual Operating and Capital Budget Public Hearing on November 17<sup>th</sup> - Mack Sorensen reminded the public, next Wednesday at 7:00 PM.

Public Comment:

Jerry Henriod inquired if the concept proposed by the County is adopted if the fee structure would be affected in regards to the possibility of a tax levy. Ryan Anderson explained that the new SSD would determine how the fees would be assessed which there would likely be no changes to until the earliest 2023. Mack Sorensen explained that the SSD has the ability to tax but has opted for a fee instead. If the current Board has the ability to make that decision in the future, it will continue to be fee based.

David Fulford inquired if the County intends to dissolve the three existing SSDs and create a whole new entity, Ryan Anderson confirmed that is what the County has stated.

Jerry Henriod inquired whose idea it was to adopt and create the new SSD. Mack Sorensen explained that two years ago a meeting of the County Commission was held where the idea of consolidating the districts was discussed. This summer, the County approached the SSD where all of the Chairmen's and Chiefs met at the commission office. Chief Barnes provided the County with a plan at that time. In order for the County to meet State Laws regarding fire and medical safety, other communities have to step up. Dammeron Valley currently covers medical for all areas which is not sustainable. Other communities will have to pay their way equally.

Jean Gustavson inquired how other communities are going to be cajoled into participating. Mack Sorensen explained that there will not be an opportunity for the communities to vote on the matter.

Curt Shelley explained that Dammeron Valley stepped up this year in a big way. The prior models had not worked here, or were from an age that they may have worked and no longer work. The people of this community funded a new paradigm that changed the fire services on the corridor. Dammeron Valley has been so fortunate to obtain Chief Barnes with his dedication and skill set, 35 first responders, in total 60 people who support the department now with members, committees, and the board. The County recognizes the deficiencies along the corridor where other communities are struggling. The processes we are putting in place is showing the way for the whole corridor. The County needs a solution and have asked Chief Barnes to lead that solution. The people in this community who supported this effort will be greatly rewarded. Curt Shelley thanked the grant committee and Hunter Wolfe who has put in an untold number of hours. Dammeron Valley has an amazing service, Fire Chief, executive leadership, along with Chief Hennessy. The county recognizes what has been done and would like to replicate that.

Doug Markham expressed he is in support of the County and that they have been aware of the extra financial burden. The department has done a great job. He supports the thoughts and ideas for a new SSD where the others will be paying their fair share and fees will go down.

Jean Gustavson inquired what the SSD's role in Dammeron Valley Helping Hands is. Ryan Anderson explained that is not part of the SSD, rather a service group, in which the Board has allowed to be promoted during the SSD meetings to bring the community together again.

Joyce Gauvin noted the difference in service and response time over her 27 years in the Valley. Everyone along the corridor now has the ability to have this service where it would probably take three minutes or less for highly trained people to render aide immediately, and hopefully, if this goes through, transport.

Ryan Anderson made a motion to adjourn the meeting. The motion was seconded Rick Johnson by and all were in favor. The motion passed unanimously and the meeting was adjourned.